GME – RESIDENT TRANSFERS – DEPARTMENT OF EDUCATION (DOE)

SCOPE:

Lehigh Valley Health Network (LVHN) adopts this policy for the following selected licensed entities:

☒ Lehigh Valley Hospital	☐ Transitional Skilled Unit
☐ Lehigh Valley Hospital – Dickson City	☐ Lehigh Valley Home Care
☐ Lehigh Valley Hospital – Hazleton	☐ Lehigh Valley Hospice
☐ Lehigh Valley Hospital – Pocono	☐ Pocono VNA / Hospice
☐ Lehigh Valley Hospital – Schuylkill	☐ Lehigh Valley Home Care – Schuylkill
☐ LVHN Children's Surgery Center	☐ Lehigh Valley Home Care – Hazleton
☐ LVHN Surgery Center – Tilghman	‖‖
☐ Lehigh Valley Hospital – Coordinated Health Allentown	☐ Lehigh Valley Hospital – Coordinated Health Bethlehem
☐ LVHN Ambulatory Surgery Center of Lopatcong (NJ)	☐ LVHN East Stroudsburg Ambulatory Surgery Center

LINKS TO ATTACHMENTS: N/A

LIST OF ASSOCIATED FORMS: N/A

DISCLAIMER:
This policy and the implementing procedures are intended to provide a description of recommended courses of action to comply with statutory or regulatory requirements and/or operational standards. It is recognized that there may be specific circumstances, not contemplated by laws or regulatory requirements that make compliance inappropriate. For advice in these circumstances, consult with the Departments of Risk Management and/or Legal Services, as appropriate.

REVIEW:
Origination: 9 / 2017
Review / Revision: 12 / 2019

Approved by the Graduate Medical Education Committee

Approved by: Joseph Patruno (Physician)	**Approval Date:** 12/27/2022
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Original Creation Date: Not Set	**Next Review Date:** 12/27/2025

I. **POLICY:**

Introduction

At times programs have open positions from either attrition or expansion or in special circumstances create new positions and need to recruit residents. These new positions are often above the PGY I training level. Programs may choose to accept residents from other training programs at Lehigh Valley Health Network (LVHN) or from other programs.

Recommendation

1. Graduate trainees transferring into a graduate training program at LVHN from another graduate training program must meet the requirements outlined in the institution' s Eligibility, Selection, Recruitment, and Appointment of Residents policy.
2. Graduate trainees transferring from an LVHN graduate training program must meet the appropriate parts of the procedure outlined below.

Procedure

1. Before accepting a graduate trainee who is transferring from another program, the program director must obtain:
   a. Written or electronic verification of previous educational experiences
   b. A summative competency-based performance evaluation of the transferring graduate trainee
   c. A written or electronic letter of recommendation from the graduate trainee's current program director
   d. Complete the following checklist prior to making an offer:
   - Have the two documents listed in item 1a and 1b
   - Determine the amount of credit that can be applied from prior program to the current one
   - Determine if any issues will require additional action and take that into consideration for setting a start date
   - Provide firm dates as to completion of forms and submission of license documents
   - Schedule an individual orientation if regularly scheduled orientation is not realistic

2. A graduate trainee transferring out of a graduate training program sponsored by LVHN must do the following:
   a. Notify his/her program director in a timely manner
   b. Complete all program specific requirements and all program specific exit requirements
   c. Meet with the program director to review and sign the final verification of training
   d. Complete all office of graduate medical education. Human resource and other requirements, including retuning of all equipment.

3. Program directors who have residents transferring from their programs must provide a verification of the resident's/fellow's status in the program and complete a summative performance evaluation for the resident/fellow and the next program director in a timely manner.

II. **DEFINITIONS:** N/A

III. **PROCEDURE:** N/A

IV. **REFERENCES:** N/A

V. **ATTACHMENTS:** N/A